

DATE: AUGUST 29, 2017

RS17026

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REHABILITATION COUNSELOR TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: EDUCATION AND THE ARTS
DIVISION OF REHABILITATION SERVICES
WHEELING DISTRICT OFFICE
OHIO

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER THE DIRECTION OF THE WHEELING BRANCH OFFICE
MANAGER, THIS INDIVIDUAL WILL LEARN TO PROVIDE A
FULL RANGE OF SERVICES PRIMARILY TO ADULTS
RESIDING IN OHIO AND MARSHALL COUNTIES. DUTIES
INCLUDE, BUT ARE NOT LIMITED TO: SEEK AND ACCEPT
REFERRALS, CONDUCT INITIAL VOCATIONAL DIAGNOSTIC
INTERVIEWS, OBTAIN DIAGNOSTIC INFORMATION FOR
DETERMINATION OF ELIGIBILITY/SIGNIFICANT
DISABILITY/ORDER OF SELECTION. MAY ALSO ADMINISTER
ACHIEVEMENT AND APTITUDE TESTS, INTERPRET
PSYCHOLOGICAL AND VOCATIONAL DATA TO DETERMINE
REHABILITATION NEEDS, PROVIDE VOCATIONAL
COUNSELING AND ASSIST CLIENT IN MAKING A SUITABLE
GOAL CHOICE, DEVELOP INDIVIDUALIZED EMPLOYMENT
PLANS WITH CLIENT/PARENTS, PROVIDE/ARRANGE AND
MONITOR SERVICES AND PROGRESS. WILL ASSESS
ECONOMIC NEED AND MAKE USE OF THIRD PARTY RESOURCES
AND ASSIST WITH COMPETITIVE JOB PLACEMENT AND
FOLLOW-UP SERVICES. THE INDIVIDUAL SHOULD POSSESS
GOOD COMMUNICATION AND CASE MANAGEMENT SKILLS AND
ALSO HAVE GOOD COMPUTER SKILLS FOR ELECTRONIC
CASE MANAGEMENT, THE INDIVIDUAL WILL BE THE
LIAISON REPRESENTATIVE WITH SEVERAL LOCAL AGENCIES
TRAVEL WITHIN THE COUNTIES IS REQUIRED IN ORDER
TO CONTACT CLIENTS, COMMUNITY REHABILITATION
PROGRAMS AND EMPLOYERS. THUS, A VALID DRIVER'S
LICENSE OR CERTIFICATION THAT APPLICANT WILL
PROVIDE A RELIABLE MEANS OF TRANSPORTATION IS
REQUIRED. THIS IS THE ENTRY LEVEL POSITION WITHIN
THE REHABILITATION COUNSELOR SERIES.

PLEASE SEE ALTERNATE POSTING ON RS17025

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED COLLEGE OR UNIVERSITY IN COUNSELING
AND GUIDANCE, SOCIAL WORK, NURSING, SPECIAL

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EDUCATION, OR RELATED BEHAVIORAL SCIENCE OR HUMAN SERVICE FIELD.

PROMOTIONAL: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE POSITION OF REHABILITATION SERVICES ASSOICATE WITH THE EMPLOYING AGENCY.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: SEPTEMBER 07, 2017

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. AARON JOHNSON
REHAB SERVICES 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS17026 ON APPLICATION